Admin Tools

User Guide

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Introduction

Admin Tools allows you to organise the training structure within **TELL ME MORE e-Learning solutions** by managing:

- Tutor accounts (creation, modification and removal)

A 'Tutor' is a teacher, training course leader or the organiser of a language group (a group of students all learning the same language). The Tutor can track students' progress and communicate with them using **Tutor Tools**.

- language groups (creation, modification and removal)

A 'language group' is a group of students with the same ability level learning the same language with the same Tutor. This facilitates the Tutor's consultation of the student tracking, as well as the sending of options files and individual Learning Paths. To know more about this, refer to the **Tutor Tools** manual.

- student groups (creation, modification and removal)

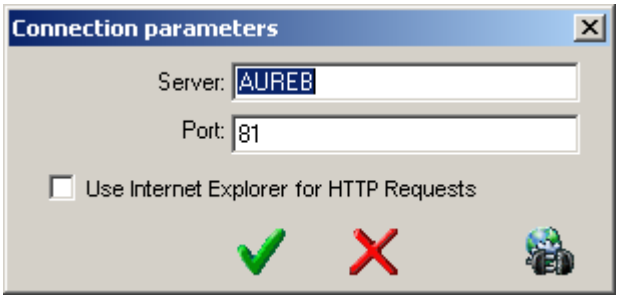
A 'student group' groups together students irrespective of the target language. This enables administrative management of the groups and production of Summary Reports (indicating student progress) for the person responsible for the training course.

- student accounts (creation, copying, import, export, modification and removal)

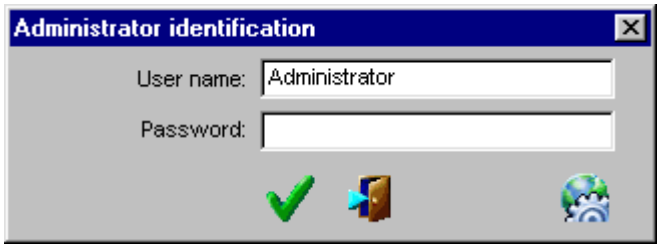
To install distant Admin Tools

If you are the administrator of a TELL ME MORE® e-Learning solutions workgroup that is hosted on a distant server, you must install and configure **Admin Tools**.

1. Copy into a directory on your hard drive the executable **Admintools.exe** provided (through downloading or using another method). You can also copy the documentation in .pdf format if you wish. To enable the downloading process, the file may have been compressed into .zip format. Once you have copied the file, decompress it.
2. Run **Admin Tools** by double-clicking on the executable.



3. Type in the name of the server (or the IP address) and the port number provided by the TELL ME MORE® e-Learning solutions technician.
4. In some companies, communication with an external server (TELL ME MORE® e-Learning solutions server) goes through a Proxy server. In this case, you must tick **Use Internet Explorer for HTTP requests**.
5. Confirm by clicking on the green tick.



6. Type in your workgroup's user name and password (defined and transferred by the principal administrator of TELL ME MORE® e-Learning solutions).
7. Confirm by clicking on the green tick.
   Admin Tools opens.

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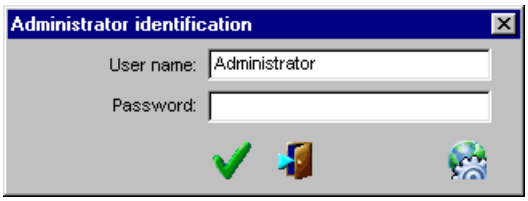
To run Admin Tools

Before running **Admin Tools**, you must install **TELL ME MORE e-Learning solutions** and define the server parameters.

1. Go into the **Start** menu.
2. Select **Programmes\TELL ME MORE e-Learning solutions\Applications\Admin Tools**



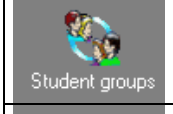
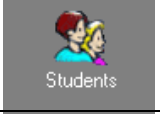
3. Type in the password. The user name – defined by default during the installation of **TELL ME MORE e-Learning solutions –** is not modifiable.

   Administrators of an e-Learning solution containing several workgroups: *you must type in the user name given to you by the principal administrator.*

4. You can check and/or modify the server name and the port number by clicking on the icon **Define server connection parameters** . This is optional.
5. Confirm by clicking on the green tick.

   Principal administrators*: if* ***Select a workgroup*** *appears, select the workgroup that you wish to open, then confirm by clicking on the green tick.*

   The **Admin Tools** application comprises five main windows.

	The **'Tutors'** window This window allows you to create, modify or delete Tutor accounts.
	The **'Language groups'** window This window allows you to create, modify or delete language groups.
	The **'Student groups'** window This window allows you to create, modify or delete student groups.
	The **'Students'** window This window allows you to create, duplicate, import, export, modify or delete student accounts.
	The **'Licences journal'** window This window allows you to view and update the list of licences used.

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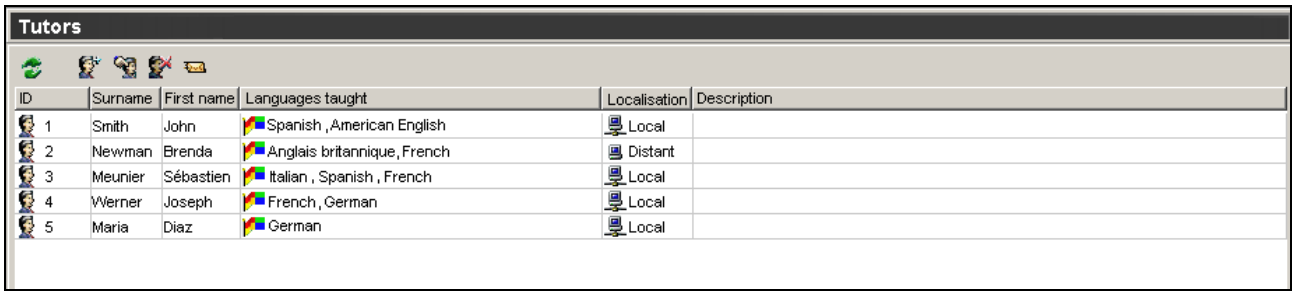
The 'Tutors' window

This window allows you to create, modify or remove Tutor accounts.

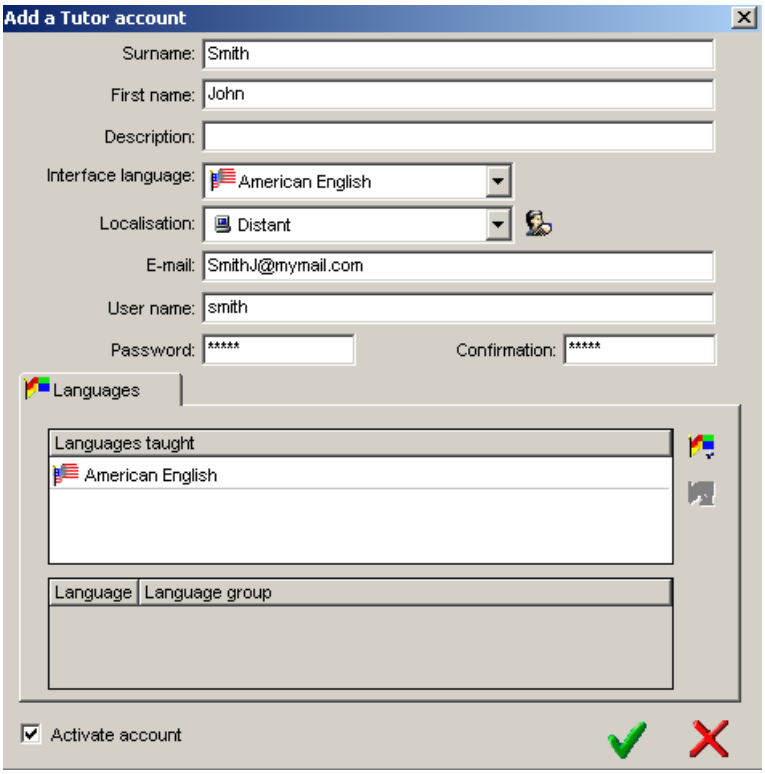
Click on the **Tutors** icon

.



To create a Tutor account

1. Click on the icon **Add a Tutor account** .



2. Type in the surname and the name of the Tutor (maximum 50 characters for each text box).
3. Type in any useful additional information in the **Description** text box (e.g. Tutor's title, availability etc.). This is optional.
4. Select the Tutor's interface language for the **Tutor Tools** application.
5. Select the Tutor account location.
   - If you select **Local**: type in the user name and, if necessary, a password for the Tutor Tools application. Go directly to point 8.
   - If you select **Distant**: type in the personal e-mail address which will be used to manage the Tutor account (notably the activation of Tutor Tools) and the user name.

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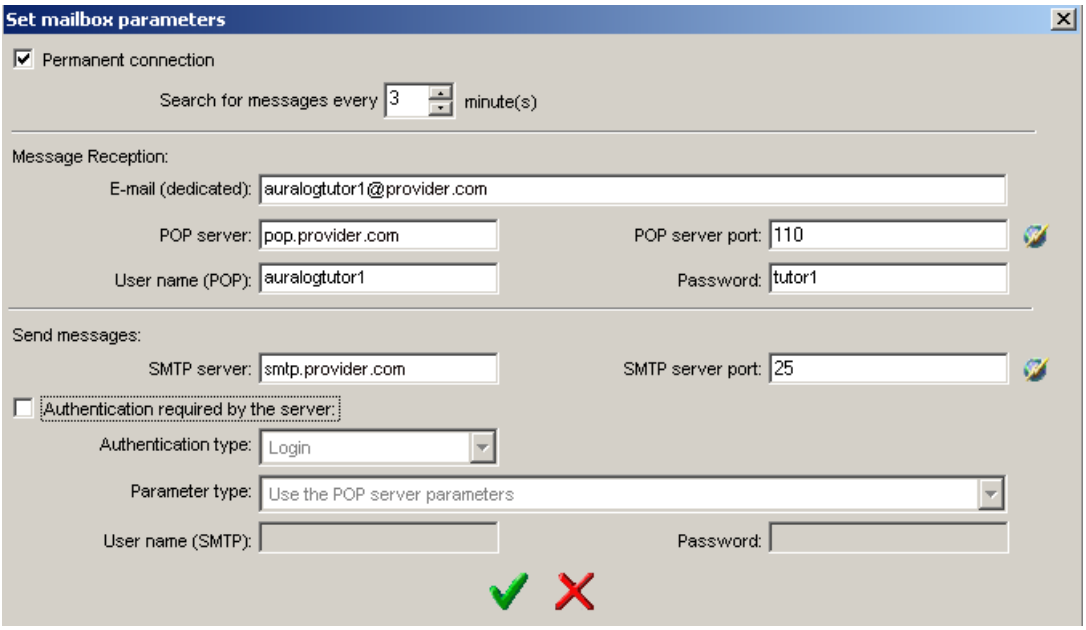
6. Click on the icon **Configure the message system** .
The **Configure the message system** box appears. This allows you to define the parameters of the distant Tutor account (sending and receiving messages).



7. Type in the different parameters using the table below to help you. Confirm your choices by clicking on the green tick.
Note:
*It is important to fill in this table correctly. If incorrect data is provided, the Tutor will be unable to communicate via e-mail when using **Tutor Tools**. Ask for the necessary data from the person responsible for the training.*

Permanent connection	Selected by default. A permanent Internet connection enables frequent, automatic mail searches. If this box is not ticked, the Tutor must – in order to send and receive messages – regularly click on **Receive/Send Mail** in **Tutor Tools**.
Search for messages every x minutes	Available when **Permanent connection** is activated. Frequency of searching for messages entering and leaving the system.
Message reception	
E-mail (dedicated)	E-mail address in the Tutor account that is dedicated to exchanges with students and communication with the system. It must be different from the address given in the principal window.
POP server/POP server port	Name and number of the POP server port (110 by default).
User name (POP)/Password	User name and password of the POP server account.
Send messages	
SMTP server/ SMTP server port	Name and number of the SMTP server port (25 by default).
Authentication required by the server	Box to tick if the SMTP server requires authentication.
Authentication type	Login, Plain or CramMD5.
Parameter type	• Use the POP server parameters. Automatically employs the user name and password defined for the POP server. • Define user account parameters. Enter the user name and password of the SMTP server account

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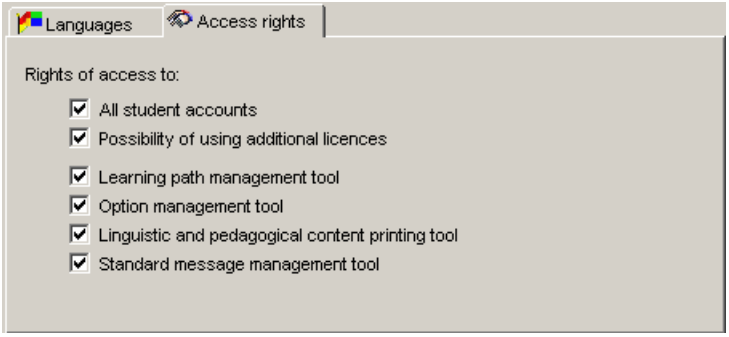
	to send messages.
User name (SMTP)/ Password	User name and password of the SMTP server account (if different from those of the POP server account).

8. Type in a user name (between 2 and 50 characters) and a password (optional - max. 16 characters).
   This data must be given to the Tutor to access **Tutor Tools**.
9. Go to the **Languages** tab and click on the icon **Add a language** .
   The **Add a language** box appears.
10. Choose the language, then confirm by clicking on the green tick.
    When the Tutor has been assigned to a language group, the name of this group appears under the heading **Language Group**.
    If the Tutor account is distant, go directly to point 13.
11. Click on the **Access rights** tab to modify the access rights of local Tutors. This is optional.



12. Tick the boxes to modify access rights to certain functions of the **Tutor Tools** application.

Access rights	In order to…
All student accounts	Access all student accounts. By default, the Tutor only has access to his/her students' accounts.
Possibility of using additional licences	Enable the Tutor to use additional licences if s/he has to postpone training sessions until after the licence expiry date.
Learning path management tool	Create and modify Learning Paths in **Tutor Tools**.
Option management tool	Create options files (Free-to-Roam Mode options and Guided Mode options for **TELL ME MORE**).
Linguistic and pedagogical content printing tool	Print the content of **TELL ME MORE**.
Standard message management tool	Write standard messages or answers to questions frequently asked by students. Organise them in tables and by theme.

13. Confirm by clicking on the green tick.
    The tutor's corresponding line is added to the **Tutors** window.
14. Click on **Send account creation message** to allow the **distant** Tutor to run and use **Tutor Tools.**
    The account creation message is sent to the Tutor's personal e-mail address.

To modify a Tutor account

1. In the **Tutors** window, select the Tutor whose account you want to modify.
2. Click on the icon **Modify a Tutor account** .
   (You can also double-click on the corresponding line or select the menu **Tutor/Modify a Tutor account**).
   The **Modify a Tutor account** box opens: it contains the same tabs as the box used to add a Tutor account.
3. If you want to maintain a Tutor's account but cancel his/her access to TELL ME MORE e-Learning solutions (at the end of a training session, for example), clear the **Account activation** box.
   Note:
   You cannot remove a Tutor account if the Tutor is responsible for a language group

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4. Carry out the modifications, then confirm by clicking on the green tick.
   For more details on these tabs, refer to the **To create a Tutor account** section.
5. If you have modified the connection parameters (Message Reception or Send Messages parameters), click on the **Send account creation message** icon to send the distant Tutor his/her new parameters.

To remove a Tutor account

Note:
You cannot remove a Tutor account if the Tutor is responsible for a language group. You must first remove the language group before you can remove the Tutor account. For more details, refer to the section entitled ***The 'Language groups' window/To remove one or more language groups***

1. In the **Tutors** window, select the Tutor(s) whose account(s) you want to remove.
2. You can then do this either by clicking on the icon **Remove one or more Tutor account(s)** , or select the menu **Tutor/Remove one or more Tutor accounts**.
   A message will ask you to confirm the removal of the account concerned.
3. If you confirm this choice by clicking on the green tick, the account will be definitively removed.

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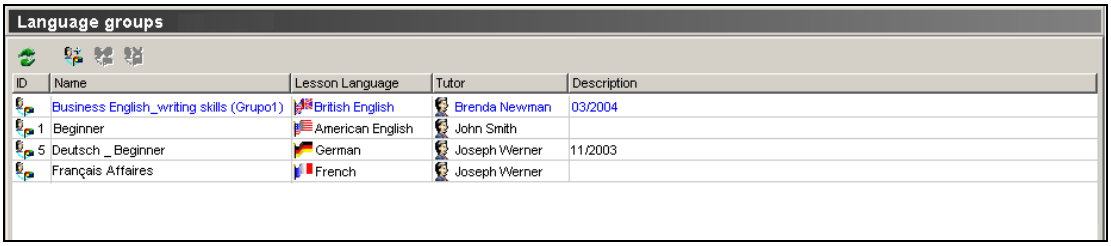
The 'Language Groups' window

A 'language group' is a group of students learning the same language with the same Tutor, who is assigned to the group when it is created. The student accounts created thereafter can be allocated to one or several language groups (but only one per lesson language) or indeed not allocated to any language group.

In **Admin Tools**, click on the icon **Language groups**
.



Note:
Check the Tutor account you want to assign to the language group has already been created. If this is not the case, refer to the ***To create a Tutor account*** *section.*

To add a language group

1. Click on the icon **Add a language group** .
   (You can also select the menu **Language groups/Add a language group**.)

2. Type in a name for the language group (e.g. language taught and level).
3. Type in a description of the group. This is optional but it does allow more details about the language group to be given (e.g. the group's ability level, the date of the group's creation).
4. Select the lesson language.
   Note:
   Once you have confirmed the addition of a language group, you can no longer modify the lesson language.
5. Select the Tutor.
   Note:
   Only those Tutors teaching the lesson language, and whose accounts are active, appear in the list.
   If you are the administrator of only one workgroup, go directly to point 9.
6. If you wish to make this language group visible from the other workgroups, click on the icon **Make the language group visible from other workgroups** . This optional function allows you to connect a language group and a Tutor to several workgroups.

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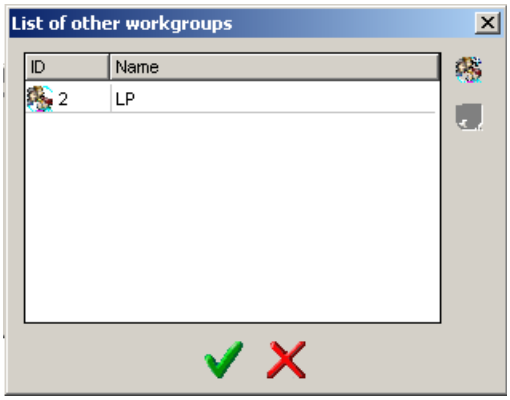

7. Click on **Add a workgroup** .
8. Select the workgroup from which you wish to make the language group visible.
9. Confirm by clicking on the green tick.
   The language group appears in the **Language groups** window.

To modify a language group

You may need to modify the name, description or Tutor assigned to a language group.
Note:
You cannot modify the lesson language of a language group.

1. In the **Language groups** window, select the language group you want to modify.
   Note:
   You cannot select a language group that appears in blue, as it belongs to another workgroup.
2. Then click on the icon **Modify a language group** .
   (You can also double-click on the corresponding line or select the menu **Language groups/Modify a language group**.)
   The **Modify a language group** box appears.
3. Carry out the modifications and confirm by clicking on the green tick.
   To know more about this, refer to the **To add a language group** section.

To remove one or more language groups

Note:
You cannot remove a language group containing students. You must first move or remove the student accounts before removing the language group. For more details, refer to ***The 'Students' window*** *section.*

1. In the **Language groups** window, select the language group(s) you want to remove.
   Note:
   You cannot select a language group if it is in blue. It belongs to another workgroup.
2. Click on the icon **Remove one or more language groups** .
   (You can also select the menu **Language groups/Remove one or more language groups**).
   A message asks you to confirm the removal of this group.
3. Confirm by clicking on the green tick.

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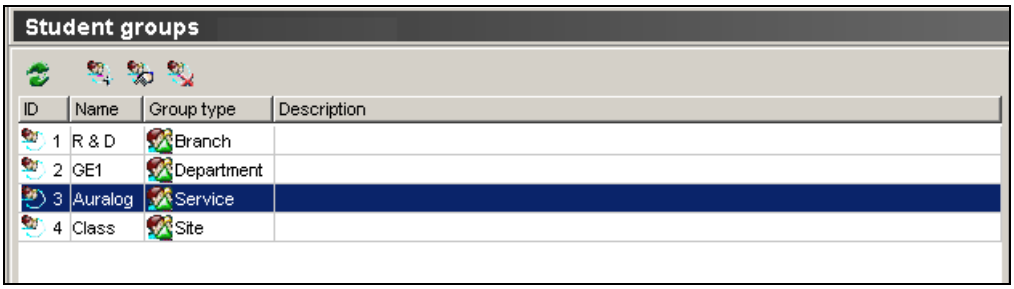
The 'Student groups' window

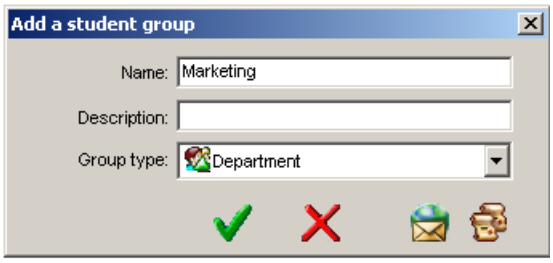
The 'student groups' concept allows students to be grouped together, thus enabling easy administration of TELL ME MORE e-Learning solutions.
A student can be allocated to one or several student groups or indeed not allocated to any student group.

In **Admin Tools**, click on the icon **Student groups**
.



To add a student group

1. Click on the icon **Add a student group** .



2. Type in a name for the student group you are creating (e.g. class name, level/year).
3. Type in a description. This is optional but does allow more details about the student group to be given (e.g. number of students, year, level).
4. Select a student group type.
   To know more about this concept, refer to the **Student group types** section.
5. Click on the icon **Receipt of Configuration Test results** .
   Note:
   This function only appears if the e-Learning solution allows you to create student accounts online.
6. Type in the e-mail address of the person responsible for receiving the Configuration Test results (online students only). Confirm by clicking on the green tick.
   If you wish to programme the Summary Reports, go to the section entitled Summary Reports. If not, confirm by clicking on the green tick.
   The student group is added to the **Student groups** window.

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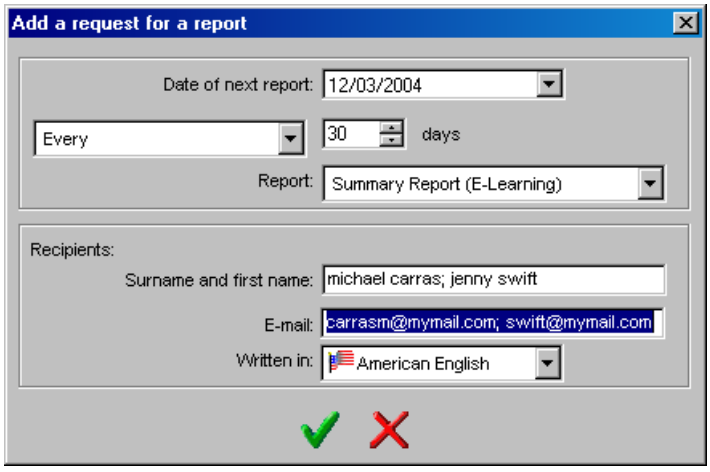
Summary Reports

This function allows you to programme the arrival of requests for summary reports (indicating student progress) to be sent to the person responsible for the training course.

1. Click on the icon **Summary reports** .
   The **Summary reports** box appears.
2. Click on the icon **Add a request for a report** .



3. Select the date of the next report.
4. Define the frequency of the reports (Every x days, Every month on the x or Every week on the x).
5. Select the type of report.
6. Type in the surname and first name of the recipient(s), separated by a semi-colon (no spaces) – see illustration.
7. Type in the e-mail address(es) of the recipient(s), separated by a semicolon (no spaces) – see illustration.
8. Select the report language, then confirm by clicking on the green tick.
   Once the request is programmed, the Summary Reports are generated and sent to the recipients on the defined dates (in line with the report dates and frequency requested).
9. Confirm by clicking on the green tick.
   The student group appears in the **Student groups** box.

To modify a student group

Note:
You cannot modify the group type of a student group which already contains students.

1. In the **Student groups** window, select the student group you want to modify.
2. Click on the icon **Modify a student group** .
   (You can also double-click on the corresponding line or select the menu **Student groups/Modify a student group**.)
3. Carry out the modifications and confirm by clicking on the green tick.
   To know more about this, refer to the **To add a student group** section.

To remove one or more student groups

This function enables you to delete one or more student groups.
Note:
You cannot remove a student group containing students. You must first move or remove the student accounts before removing the student group. For more details, refer to ***The 'Students' window*** *section.*

1. In the **Student groups** window, select the student group(s) you want to remove.

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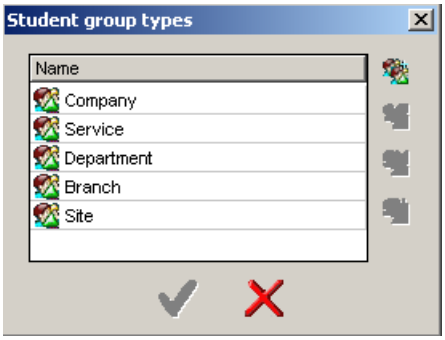
2. Clicking on the icon **Remove student group(s)** .
   (You can also select the menu **Student groups/ Remove student group(s)**.)
   A message will ask you to confirm the removal of this group.
3. Confirm this choice by clicking on the green tick.

Student group types

A 'student group type' is an extra piece of information allowing the student groups to be more specifically categorised, thus facilitating their organisation. **TELL ME MORE e-Learning solutions** proposes five predefined student group types: Business, Service, Department, Branch and Site.
You can also create your own student group types.

In the **Student groups** window, select the menu **Student groups/Student group types**.



To add a student group type

This function allows you to create your own student group types.

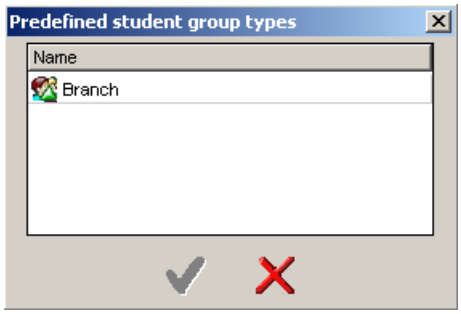
1. Click on the icon **Add a student group type** .

2. Type in the name of the new student group type (max. 50 characters), then confirm by clicking on the green tick.
3. In the **Student group types** box, click on the green tick to add a new student group type to **Admin Tools**.

To add a predefined student group type

This function is only useful if you have removed one of the default predefined student group types and you want to return it to the list. In **TELL ME MORE e-Learning solutions**, the predefined student group types are Business, Service, Department, Branch and Site.

1. Click on the icon **Add a predefined student group type** .



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2. Select the predefined student group type that you want to add from the list, then confirm by clicking on the green tick.
3. In the **Student group types** box, click on the green tick to recreate the predefined student group type in **Admin Tools**.

To modify the name of a student group type

Note:
You cannot modify the name of a predefined student group type.

1. Select the student group type that you want to modify.
2. Click on the icon **Modify a student group type** .
3. Modify the name, then confirm by clicking on the green tick.
4. In the **Student group types** box, click on the green tick to modify the student group type in **Admin Tools**.

To remove one or more student group types

Note:
A student group type currently in use cannot be modified.

1. Select one or more student group types.
2. Click on the icon **Remove student group type(s)** .
3. In the **Student group types** box, click on the green tick to confirm the removal of the student group type(s) from **Admin Tools**.

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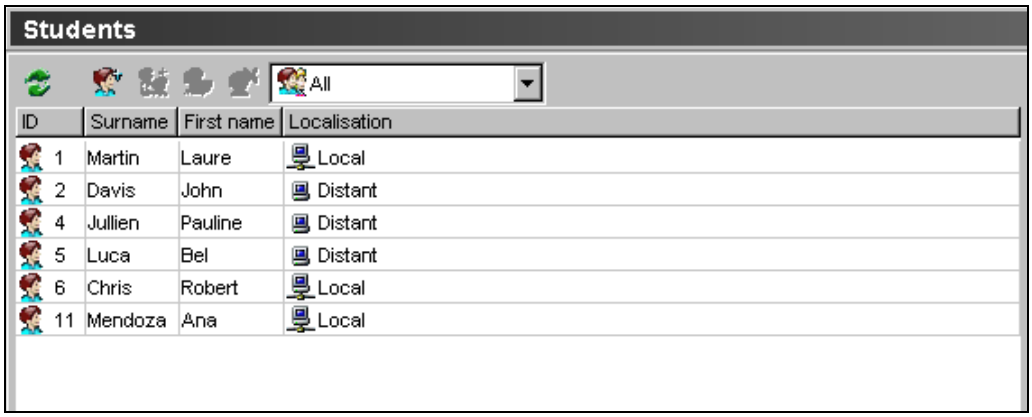
The 'Students' window

You must create student accounts using **Admin Tools**, either student by student (to know more about this, refer to the **To add a student account** section), or by importing a student list (to know more about this, refer to the **To import a student file** section).

Click on the icon **Students** .



To add a student account

This function allows you to save all the information concerning an individual student to his/her personal account. Simply follow these steps:

1) Create a student account
2) Select a lesson language
3) Allocate to a student group
4) Define a training schedule
5) Enter personal information
6) Confirm the account

Note:
Certain functions – dependent upon the workgroup parameters defined and the choices made in the ***Server parameters*** *application – may not be available.*

1) Create a student account

1. Click on the icon **Add a student account** .

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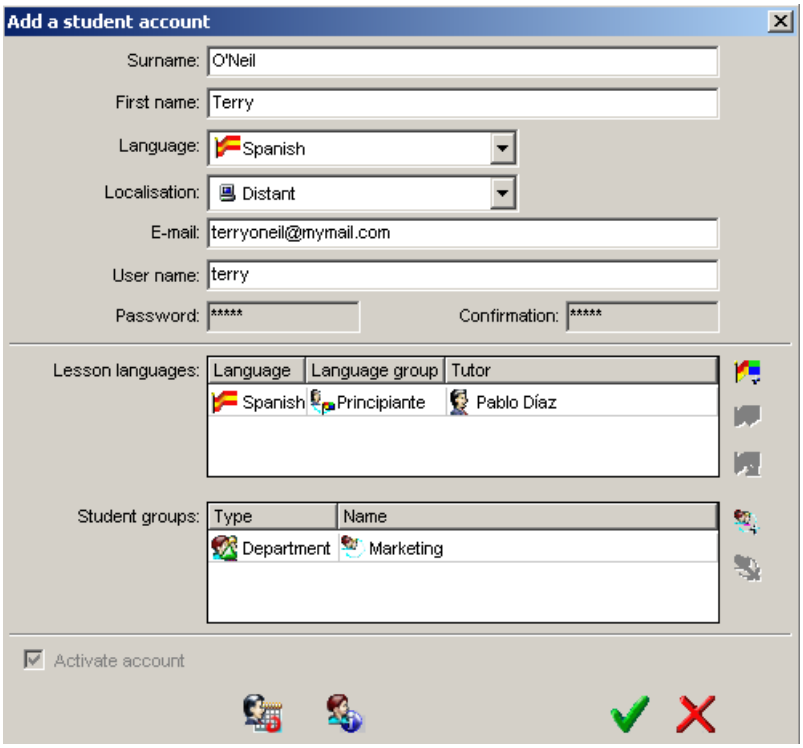

2. Type in the surname and first name of the student (max. 50 characters in each text box).
3. Select the **TELL ME MORE** default language.
4. Select the location of a student workstation: refer to the information in the table below.

Choose	If…
Local	the student is working on **TELL ME MORE** on the local network (on CD-Rom). • Type in the user name (minimum two characters). You also have the option of creating a password (maximum 16 characters) to access **TELL ME MORE**. A password ensures that the student's data remains confidential on the network.
Online	the student is working on **TELL ME MORE online**. • Type in the user name (minimum two characters). You also have the option of creating a password (maximum 16 characters) to access **TELL ME MORE online.**
Distant	the student is a distant learner working on **TELL ME MORE** (on CD-Rom).

2) Select the lesson language

To add a lesson language

1. Click on the icon **Add a lesson language** .

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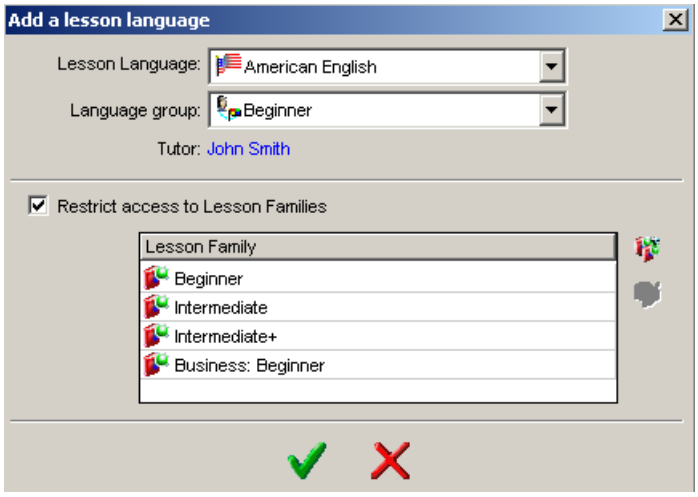

2. Select a lesson language.
3. You can also select a language group (optional). The name of the Tutor responsible for the selected language group will be displayed.
   Note:
   *A student does not have to be allocated a language group (select **None** from the drop-down menu). In this case, the student will not have a Tutor.*
   If you wish to restrict access to Lesson Families, go directly to point 5.
4. Confirm by clicking on the green tick.
5. If you wish to restrict access to Lesson Families, tick **Restrict access to Lesson Families**. This is optional.
   Note:
   This function is only available if specified in the TELL ME MORE e-Learning solutions licence file.
   A 'Lesson Family' is a collection of lessons grouped together according to an ability level, a theme or both criteria. By default, students have access to all Lesson Families of the selected lesson language.

   Note:
   If access to certain Lesson Families is restricted, the pedagogical content contained within those Lesson Families will be inaccessible to students.
6. Click on the icon **Add a Lesson Family** .
   The **Add a Lesson Family** box appears.
7. Select the Lesson Family or Families to which you want to restrict access, then confirm by clicking on the green tick.
8. Confirm by clicking on the green tick.

To modify a lesson language

1. In the **Lesson language** box, select the lesson language.
2. Click on **Modify lesson language parameters** .
   (You can also double-click on the language.)
3. Carry out the modifications, then confirm by clicking on the green tick.

To remove one or more lesson languages

1. In the **Lesson language box**, select the lesson language(s).
2. Click on the icon **Remove one or more languages** .
3. Confirm by clicking on the green tick.

3) Allocate to a student group

A student can be allocated to one or several student groups (of different types) or indeed not allocated to any student group. For more details, refer to the **'Student groups'** window.

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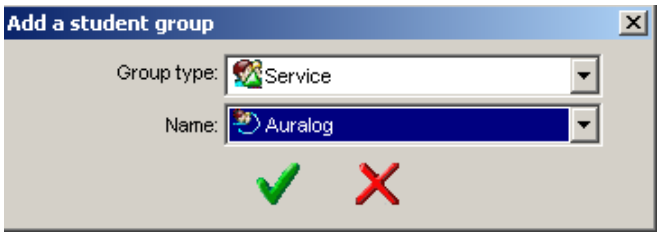
To add a student group

1. Click on the icon **Add a student group** .



2. Select the type of student group.
3. Select the student group name.
4. Confirm by clicking on the green tick.

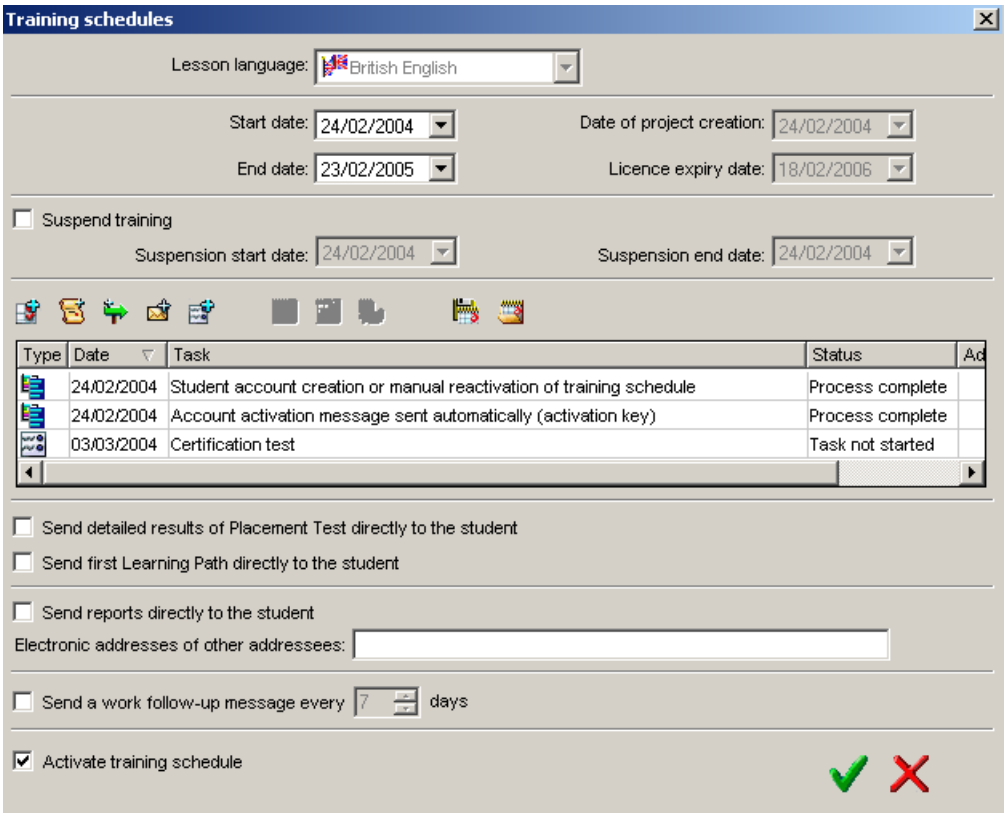
To remove one or more student groups

1. Select the student group(s) to which you no longer want to allocate students.
2. Click on the icon **Remove one or more student groups** .

4) Define a training schedule

The training schedule includes the important tasks (access to the personal objectives form, reports, follow-up messages and Learning Paths) and events of a student's training in a given language.

1. Click on the icon **Training schedules** .



2. Select the lesson language.
   Note:
   This function is only available if the student has several lesson languages.

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3. Define the start and end dates of the training schedule.
4. If the student is expected to suspend his/her training for a predefined period (during the holidays, for example) you can tick the box **Suspend training**. This is optional. You should then specify the language training suspension start and end dates.
   Note:
   This function is only available if the student has a Tutor!

You can now define the different tasks that will constitute the student's training schedule.

To add a request to access the personal objectives form

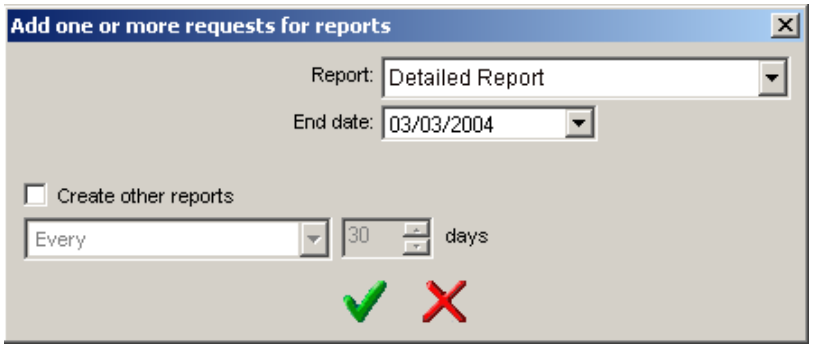
Note:
*This function is optional and depends upon the parameters defined by the administrator in **Server parameters** for the student group.*

1. Click on the icon **Add access to the personal objectives form** .

2. Select the send date.
   The current date is selected by default. If you retain this date, the link will be sent to the student as soon as you have confirmed the addition of the student account. If you select another date, the link will be sent during the night preceding the chosen date.
3. Confirm by clicking on the green tick.
   The task is added to the training schedule.

To add one or more requests for a report

1. Click on the icon **Add one or more requests for reports** .



2. Select the type of report.
3. Select the time period end date.
   For local and online students, the report will be created on this date + a day (n+1).
   For distant students, the report will be created the day after the student has sent in their tracking from within TELL ME MORE®.
   You can then create other reports that can be sent as frequently as you wish (Every x days, Every x months or Every week).
   If you have requested the creation of other reports, these task(s) will be added to the student's training schedule.

Add to send a Learning Path

1. Click on the icon **Add to send a Learning Path** .

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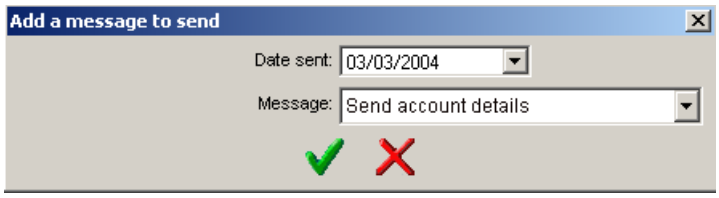
2. Select the send date.
3. Select the lesson family.
4. Select the title of the Learning Path to be sent to the student.
5. Confirm by clicking on the green tick.
   The task is added to the training schedule.

Add a message to send

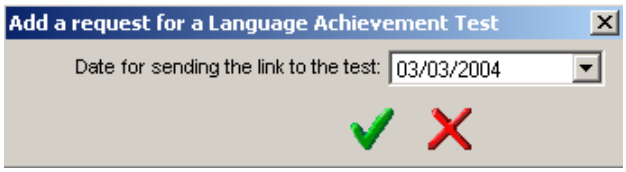
1. Click on the icon **Add a message to send** .



2. Select the send date.
3. Select the type of message to be sent (Registration information, first contact message etc.).
4. Confirm by clicking on the green tick.
   The task is added to the training schedule.

To add a request for a Language Achievement Test

1. Click on the icon **Add a request for a Language Achievement Test** .



2. Select the send date of the link to the Language Achievement Test.
3. Confirm by clicking on the green tick.
   The task is added to the training schedule.

To remove one or more tasks

Note:
Certain tasks, depending upon their status (current task and completed task) cannot be removed.

1. Select the task(s) that you want to remove.
2. Click on the icon **Remove the selected task (s)** .

To postpone the execution of one or more tasks

1. Select the task that you wish to postpone.
2. Click on the icon **Postpone the execution of one or more tasks** .

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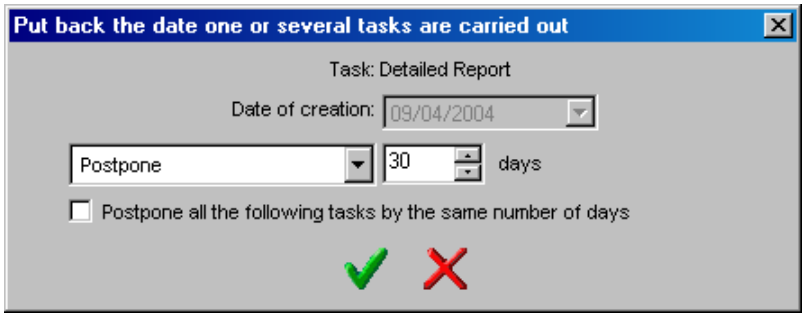

Put back the date one or several tasks are carried out
Task: Detailed Report
Date of creation: 09/04/2004
Postpone
30
days
Postpone all the following tasks by the same number of days

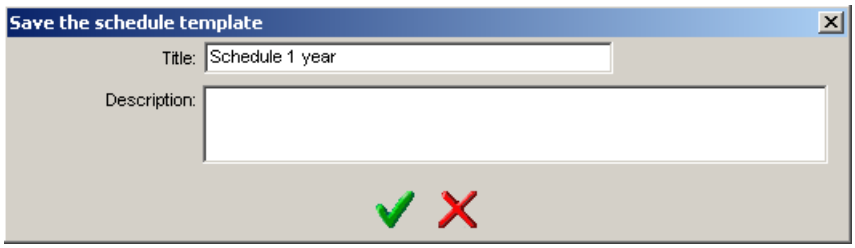
3. Select the type of postponement (put back by a certain number of days or define a new date).
4. If you want to postpone all tasks preceding or on this date, you can tick the box **Postpone all the following tasks by the same number of days**. This is optional.
5. Confirm by clicking on the green tick.

To use the training schedule templates

You can:
- save the schedule that you have just created in order to use it for other students,
- use a schedule template and apply it to the student account.

(1) To save the training schedule

1. Click on the icon **Save the schedule template** .



2. Enter a name and possibly a description of the template (tasks, duration of schedule etc.).
3. Confirm by clicking on the green tick.

(2) To use a schedule template

1. Click on the icon **Use a schedule template** .

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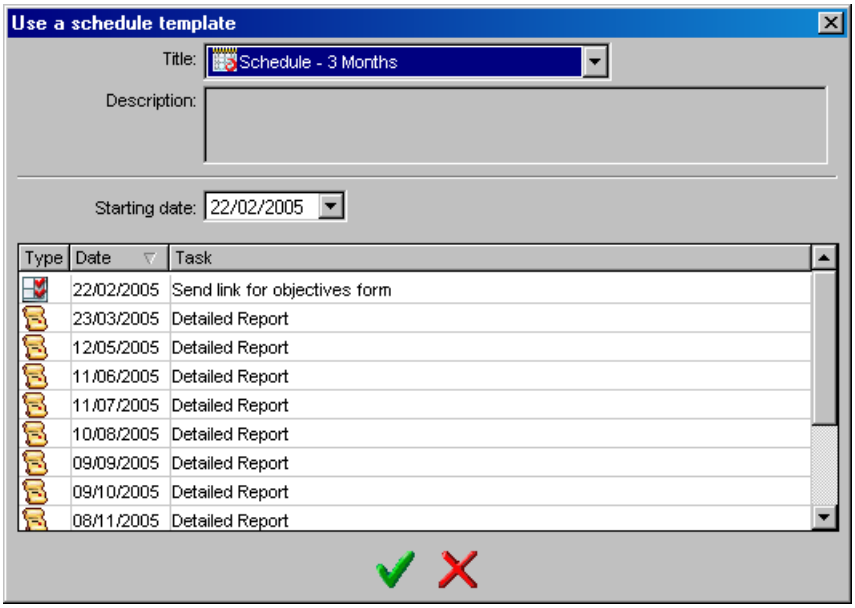

2. Select the name of the training schedule template that you want to use.
3. Select the start date of the application of the training schedule template.
4. Confirm by clicking on the green tick.

Other parameters

1. Modify the parameters according to the fields available.
   Note:
   The parameters selected by default – that appear on the screen when an account has been created – were defined by the principal administrator in the ***Server parameters*** *application.*

Send detailed results of Placement Test directly to the student	Selected by default when the student does not have a Tutor for the language concerned. The results will be sent immediately to the student as part of an automated response.
Send first Learning Path directly to the student	Selected by default. Allows you to send the student the Learning Path that corresponds to his/her level (either defined using the Placement Test, or by evaluating his/her level directly).
Send reports directly to the student	Selected by default when the student does not have a Tutor for the language concerned.
E-mail of other recipients	Allows you to send Detailed Reports to other people, such as the person responsible for the training.
Send a work follow-up message every x days	Allows you to send regular follow-up messages to the student if s/he has not worked for x days (local or online students) or if s/he has not sent in his/her tracking for x days (distant student).
Activate the training schedule	Selected by default.

5) Enter personal information

This function enables you to:
- create a form in which to enter personal information,
- load forms in order to enter extra information about students.

1. Click on the icon **Personal information** .

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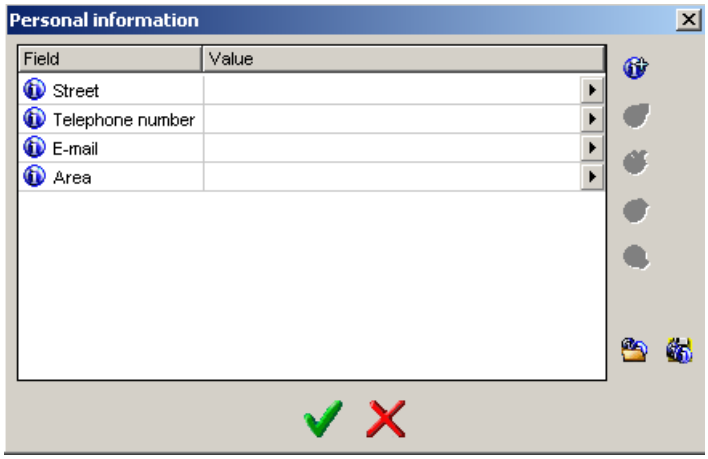
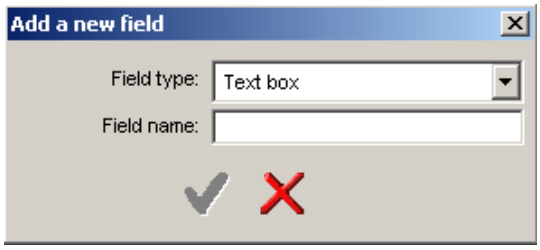


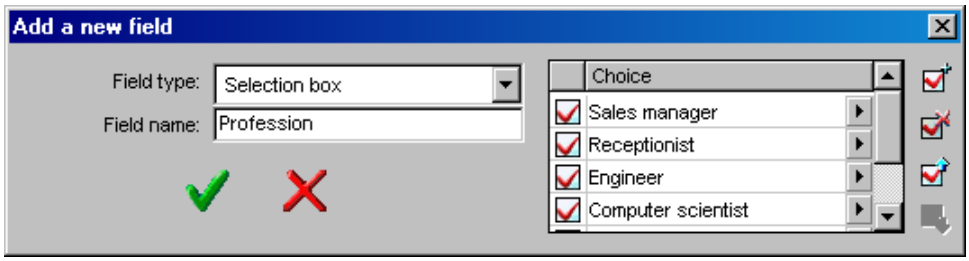
To create and save a form

You are going to create the fields and/or text boxes that will constitute the different sections of your form.

1. Click on the icon **Add a new field** .



2. Select the type of field.
   - If you select **Text box**, enter the name of the field. In the form, you will enter open information, such as address, town and postcode.
   Go directly to point 7.
   - If you select **Selection box**, **Add a new field** appears.



3. Click on the icon **Add a choice** .
4. Type in a name for the value that you are adding to the selection box.
5. Start again for each choice that you wish to add to the selection box.
6. Confirm by clicking on the green tick.
   A line corresponding to the field is added.
7. Start again for each field that you want to add. If you want to save the form that you have created, in order to use it for other student accounts, go directly to point 9.
8. Confirm by clicking on the green tick.
9. Click on the icon **Save the form as a template** .
   The box **Save the form as a template** appears.

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10. Type in a name, then confirm by clicking on the green tick.

To modify a form

You can:

- modify a field by clicking on the icon **Modify a field** ,

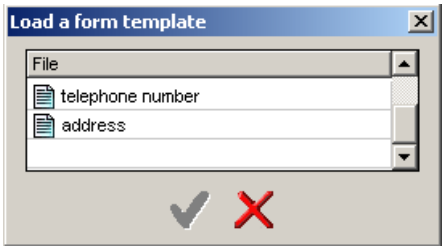
- move a field in the form by clicking either on the icon **Move the field up** , or on the icon **Move the field down** ,

- remove one or more fields by clicking on the icon **Remove the selected field(s)** .

To load a form template

This function allows you to open an existing form template and to apply it to the student account.

1. Click on the icon **Load a form template** .



2. Select the form template, then confirm by clicking on the green tick.
3. Confirm by clicking on the green tick.

6) Confirm an account

In **Add a student account**, confirm by clicking on the green tick.
The corresponding line of the new student account is added to the **Students** window.

To add a student account by duplicating another account

You can create a new student account based on an existing account, by copying the non-personal data (e.g. student group, language group, lesson language, interface language and training schedule).

1. In **Students,** select the student whose account you want to copy.
2. Click on the icon **Add a student account by duplicating another student account** .
   (You can also select the menu **Students/Add a student account by duplicating another student account**.)
3. Select or type in the personal data of the student for whom you want to create an account (name, first name, user name etc.).
   To know more about this, refer to the different stages described in the **To add a student account** section.

To import a student file

Format and contents of file to be imported

The file you want to import must be in text format (*.txt) comprising different columns of data separated by a semicolon. As the file is being imported, **Admin Tools** will use the information contained within the columns to create the student accounts.

The file must begin with the following lines:
#students (this indicates the importation of student accounts)
#number of columns separated by the character ';'. Refer to the table below for a description of the column format.
If the file to be imported contains characters such as speech marks, extra commas, etc., the importation cannot be successfully completed.

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Name and description of column format

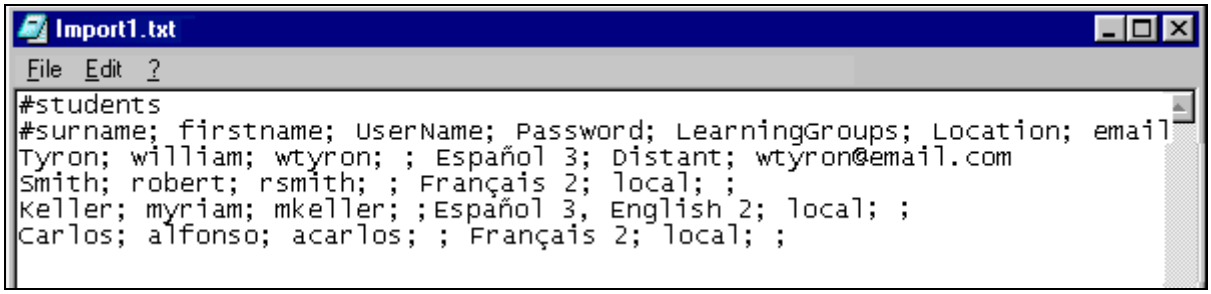
Column name	Explanation
SurName*	Student's surname (by default, the entry in the UserName column)
FirstName*	Student's first name
PupilsGroup or IDPupilsGroup *	Student group name or ID
Location	Workstation location (local, distant or online)
Email	Student's e-mail address (obligatory for distant student accounts)
UserName	**TELL ME MORE®** user name
Password	Password to access **TELL ME MORE®**
LearningGroups or IDLearningGroups and/or LessonLanguages	Language group name or ID (Tutor-led training). If a student has been allocated to a language group, it is not necessary to state the lesson language. If a student has not been allocated to a language group (training without a Tutor), you must only state the lesson language. Lesson language (3-letter code): ANG = British English FRA = French ALL = German ITA = Italian ESP = Spanish AME = American English DUT = Dutch
Language*	Interface language (3-letter code): FRA = French ALL = German ITA = Italian ESP = Spanish AME = American English DUT = Dutch

* Optional

Note:
The column names reproduced in the file to be imported must be exactly the same as those appearing in the table above.

Examples of files to be imported

Example 1
File with the SurName, FirstName, UserName, Password, LearningGroups, Location and Email columns.


Import1.txt
File Edit ?
#students
#surname; firstname; UserName; Password; LearningGroups; Location; email
Tyron; william; wtyron; ; Español 3; Distant; wtyron@email.com
Smith; robert; rsmith; ; Français 2; local; ;
Keller; myriam; mkeller; ;Español 3, English 2; local; ;
Carlos; alfonso; acarlos; ; Français 2; local; ;

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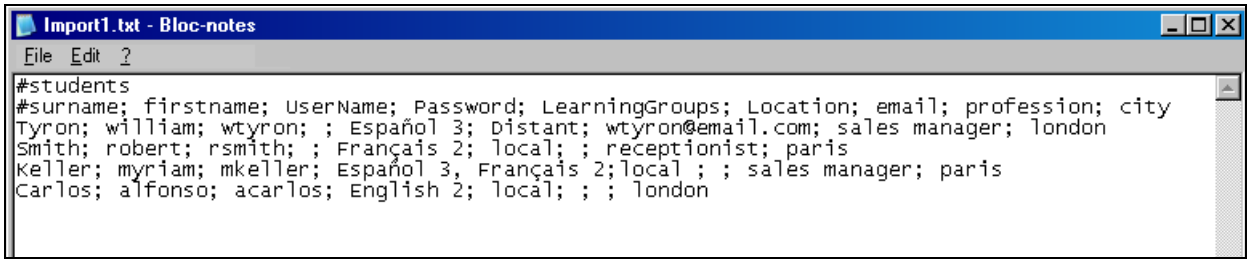
Example 2
File with 'SurName', 'FirstName', 'UserName', 'Password', 'LearningGroups', 'Location', 'Email', 'town' and 'workstation' columns (the last two columns refer to the personal information that you choose to enter).


Import1.txt - Bloc-notes
File Edit ?
#students
#surname; firstname; UserName; Password; LearningGroups; Location; email; profession; city
Tyron; william; wtyron; ; Español 3; Distant; wtyron@email.com; sales manager; london
Smith; robert; rsmith; ; Français 2; local; ; receptionist; paris
Keller; myriam; mkeller; Español 3, Français 2;local ; ; sales manager; paris
Carlos; alfonso; acarlos; English 2; local; ; ; london

Some basic rules for creating a valid file to be imported

- The minimum any student import file must include is the 'UserName' column. The lesson language will be subsequently asked for in order to complete the importation. You can, therefore, either add one of the columns ('Learninggroups,' 'IDLearninggroups' or 'Lessonlanguages'), or wait for the conclusion of the importation. The lesson language you add will be the same for all the students imported in the file. To know more about this, refer to the **To import the file** section.
- The Tutor accounts, language groups and student groups must have first been created in **Admin Tools** for them to be integrated into the file to be imported.
- Certain fields represent the same element ('PupilsGroup' and 'IDPupilsGroup' or 'LearningGroups' and 'IDLearningGroups'). The simultaneous presence of these fields in the same file could cause conflicts. You must, therefore, choose either the name or the ID.
- The columns can be arranged in any order.
- If a student is learning multiple languages or belongs to multiple language groups and/or student groups, the different codes must be separated by a comma.
  Refer to example 1 of the files to be imported above (the first student is learning two languages).
- You can decide to put no data in a certain column. However, in this case, you must retain the semi-colons marking out the column and put a space between them.
  Example: durand; michel; ; fra
- Do not forget to put **#students** at the beginning of the file and # before the name in the first column.
- The file must be in text format (*.txt).
- The file may contain extra columns (for example, town, address, etc.) that you should have separated in the same way with semicolons. The data entered in the columns is added, under personal information, to the student account.

To import the file

1. Select the menu **Students/Import student accounts from a file**.
2. Select the file you want to import.

The file will be analysed during importation. There are several scenarios which may occur during this analysis:

- The file contains no errors: the importation is completed successfully (the list of student accounts is updated) and the following message will appear: 'x student(s) added successfully.'
- The file contains no errors but information is missing: the box **Information necessary for student import** will appear.

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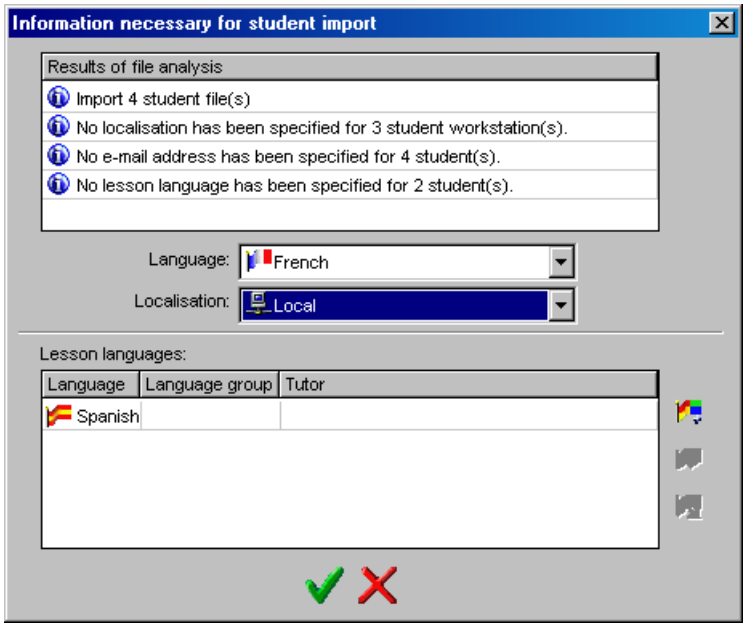

LearningGroups or IDLearningGroups	If lesson language information (i.e. language group or lesson language) is missing for one student, this information will be asked for to complete the importation of all student data. The lesson language added will be allocated to all students for whom this information was missing.
Location	If the location has not been specified for at least one student, then location by default is requested • If all the students for whom location has not been specified have an e-mail address, the application will propose **Local**, **Distant** or **Online** by default. • If at least one of the students for whom location has not been specified does not have an e-mail address, the application will propose **Local** or **Online** by default. The location that you select is then used for all of the students for whom the information is missing.

- The file contains one or more errors: a message warning you of the number of errors will be displayed. This will be followed by the opening of a Notepad file which will give further details about the errors.

To export one or more student accounts

This function allows you to export a list of student accounts in text format (*.txt). The exported file can contain any combination of the following data:
- Surname
- First name
- Student ID
- Student group (name)
- Student group (ID)
- User name
- Password
- Lesson languages
- Tutor name
- Language
- Language group (name)
- Language group (ID)
- Account status (active/inactive)

1. Select the menu **Students/Export student accounts**.

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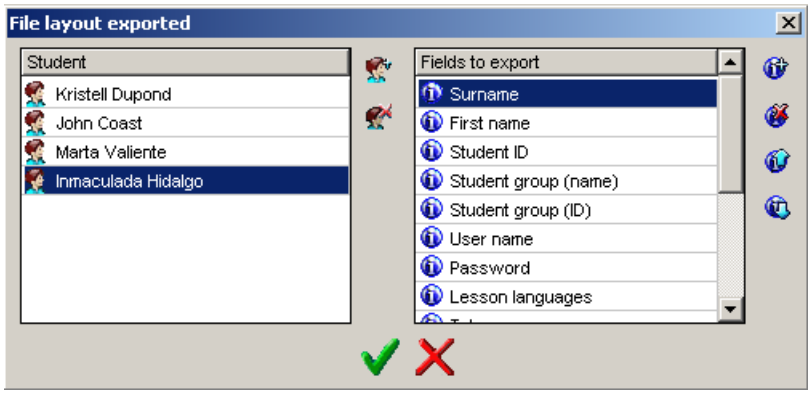
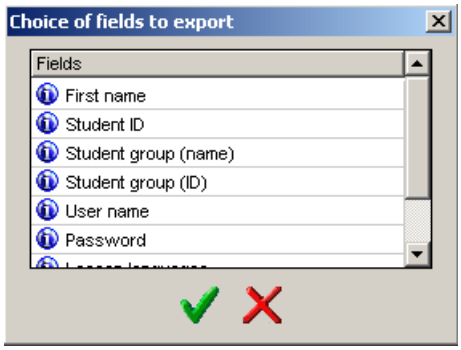


2. Click on the the icon **Select Student(s)** .
   The **Students in the database** box opens.
   You can then sort by student group and/or language group, then by ID, surname and first name to locate the student accounts you want to export.

3. Select the students whose accounts you want to export, then confirm by clicking on the green tick.

4. Click on the icon **Add a field** .



5. Select the field(s) you want to export (e.g. surname, first name, user name, etc.), then confirm by clicking on the green tick.

6. You can modify the order of the fields to be exported using the icons and . You can also remove one or more fields using the icon.

7. Confirm by clicking on the green tick.
   The **Export the selected student accounts** box appears.

8. Type in the name of the file you want to export, then click on **Save**.

The fields selected during any previous export of files are retained by default. They will automatically appear in the **Fields to export** section.

To modify a student account

This function allows you, for example, to move a student from one language or student group to another, to add or remove language groups, change passwords etc.

1. In the **Students** window, select the student whose account you want to modify.
2. Click on the icon **Modify a student account** .
   (You can also double-click on the corresponding line or select the menu **Students/Modify a student account**.)
3. Carry out the modifications.
   For more details on student information, refer to the **To add a student account** section.
4. Confirm by clicking on the green tick.

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To remove one or more student accounts

You can remove a student account when the student has completed his/her training. This removal entails the deletion of all information concerning the student, including those results obtained while working in **TELL ME MORE**.

1. In the **Students** window, select the student(s) whose account(s) you want to remove.
2. Click on the icon **Remove one ore more student account(s)** .
   (You can also select the menu **Students/Remove one or more student account(s)**.
   A message asks you to confirm the removal of the account.)
3. Confirm by clicking on the green tick.

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The 'Licences journal' window

This window allows you to visualise the number of licences used by each student.

In **Admin Tools**, click on the icon **Licences journal**

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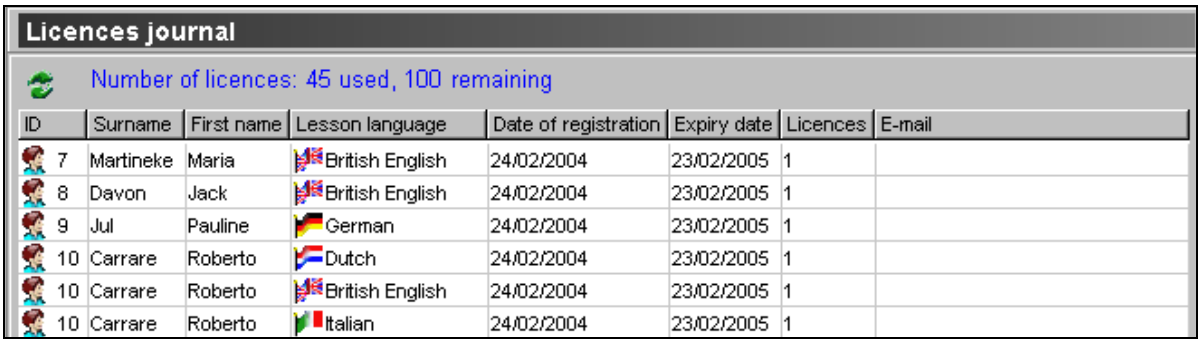

Licences journal

Number of licences: 45 used, 100 remaining

ID	Surname	First name	Lesson language	Date of registration	Expiry date	Licences	E-mail
7	Martineke	Maria	British English	24/02/2004	23/02/2005	1	
8	Davon	Jack	British English	24/02/2004	23/02/2005	1	
9	Jul	Pauline	German	24/02/2004	23/02/2005	1	
10	Carrare	Roberto	Dutch	24/02/2004	23/02/2005	1	
10	Carrare	Roberto	British English	24/02/2004	23/02/2005	1	
10	Carrare	Roberto	Italian	24/02/2004	23/02/2005	1	

Click on the icon **Update the licences journal** in order to update the list in real-time.

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